

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2015-09 Statewide Environmental Storm Water

This document constitutes a Request for Proposals for Personal Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

I. PROJECT DESCRIPTION

Project Description – Provide Environmental Storm Water and Technical Support

II. PROJECT INFORMATION

Project Manager – Dave Harmon
User Division – Division of Environmental Analysis
Approximate Fee – One (1) Consultant will be selected
\$500,000 Upset Limit (Lump Sum)
Fees to be determined by letter of agreement, not to exceed \$100,000
Project Funding – State Funds
Contract Duration – Two (2) Years

III. PURPOSE AND NEED

Continue development of the Kentucky Pollution Discharge Elimination system (KPDES) + 404/401 programs for KYTC and to provide technical support for facility management and highway maintenance operations required by all environmental programs.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

Review and preparation of permits, plans, and related documents for Clean Water Act-KPDES permits. Ground Water Protection Plans (GWPP), 401/404 permits, Spill Prevention Control Countermeasure (SPCC) plans, herbicide usage, and environmental issues. Scope of work will involve tasks related to improvement or support of the Storm Water Program. These include:

- 404/401 permits
- Review and modify as needed, facility Storm water Pollution Prevention Plans (SWPPP) and Groundwater Protection Plans (GWPP).
- KPDES Permit preparation, submittal, and follow through.
- Advise and prepare documents for KYTC to comply with the MS4 Program,
- Provide training and manuals for KYTC staff for compliance with the Clean Water Act; and

- Advise and prepare documents for KYTC to comply with the Clean Water Act.

The consultant will need to have a thorough understanding of the Clean Water Act, KPDES program, sedimentology, and hydrology.

VI. SPECIAL INSTRUCTIONS

This contract will have an upset limit of \$500,000. Once the upset limit is reached or the two (2) year term has expired services will be re-advertised and no additional work assignments will be made under the contract. Contracts will not be modified to increase upset limit or extended for time to assign new work. No Letters of Agreement shall exceed \$100,000.

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

VII. METHOD OF DESIGN

The selected consultant shall utilize the CADD Standards for Highway Plans (Version 3) Policy in the development of the highway plans.

VIII. UTILITIES

N/A

IX. PREQUALIFICATION REQUIREMENTS

To respond to this project, the project team must be prequalified in the following areas by the date of this advertisement.

AQUATIC/TERRESTRIAL ECOSYSTEMS

- Water Quality

X. PROCUREMENT SCHEDULE

Dates other than Response Date are tentative and provided for information only.

- Advertisement Date - March 10, 2015
- Response Date – April 1, 2015 by 4:30 PM ET (Frankfort Time)
- First Selection – April 7, 2015
- Final Selection – April 21, 2015
- Contract Scoping Conference - April 28, 2015
- Notice to Proceed – June 1, 2015

XI. PROJECT SCHEDULE

COMPLETION OF ALL SERVICES – September 30, 2017

XII. EVALUATION FACTORS

1. Relative experiences with KYTC work pertaining to compliance with Clean Water Act

Regulations and practices. (20 points)

2. Past record of performance on project of similar type and complexity. (15 points)
3. Personnel available for this project with experience in RCRA and KPDES/Clean Water Act Programs. (10 points)
4. Capacity to comply with project schedule. (5 points)
5. Consultant's offices where work is to be performed. (2 points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

XIII. SELECTION COMMITTEE MEMBERS

1. Dave Harmon, User Division
2. Ronald Rigney, Jr., User Division
3. Ron Matar, P.E., Secretary's Pool
4. Travis Thompson, P.E., Secretary's Pool
5. Cole Mitcham, P.E., Governor's Pool